Air Force Medical Operations Agency

Excellent Healthcare, Clinical Currency

AF Family Relocations Procedures

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Overview

- **Guiding policies, AF specific terms**
- **Screening family members for relocations and for sponsor enrollment in EFMP**
- **Specific procedures for obtaining orders for accompanied assignments**
- **Key personnel, contacts**

Guiding Policies, AF Terms

- **AF implements all DoD policies with regard to relocating families at government expense, including DoDI 1315.19***
  - **Requires screening for special needs prior to OCONUS travel; families of active duty and of DoD civilians included**
  - **AF also requires ANY sponsor going OCONUS to submit current screening documentation, regardless of EFMP status**
- **AF additionally conducts family member (FM) screening, update of special needs documentation, within 6 months of projected travel for all FMs of Active Duty who were previously identified with special needs (EFMP), going to a CONUS location**
  - **Any sponsor already enrolled in EFMP must submit current screening documentation for orders CONUS or OCONUS**

***Authorizing Special Needs Family Members Travel Overseas at Government Expense**

Guiding Policies, AF Terms

- **AFI 40-701, Special Needs Identification and Assignment Coordination (SNIAC)**
  - **SNIAC is term used for MTF functions provided in support of EFMP (which is an AF Personnel function)**
  - **Includes identification of those with special needs through routine medical care or referral, as well as PCS coordination**
  - **SNIAC maintains all medical/educational documentation in MTF; only notifies Personnel when EFMP enrollment needed**
- **Most common SNIAC activity is family relocation screenings, most needing EFMP enrollment are identified at time of relocation**
- **EFMP enrollment generates assignment limitation code "Q" in Personnel database; sponsor is then known as "Q-coded"**
- **AFI 36-2110*, Attachment 25: EFMP enrollment is mandatory**

***Assignments**

Family Member Screening

- **For DoD civilians, consists of civilian personnel querying about special needs, and directing sponsor/family to MTF for further assistance as needed**
  - **Civilian-sponsored families complete medical and special educational summaries (DD 2792 and DD 2792-1) on a voluntary basis**
  - **Screening process returns statement of available care in projected location, sponsor chooses to take FMs with Special Needs, or not**
- **For Active Duty AF, consists of sponsor submitting official request for accompanied PCS orders, listing FMs who are traveling, and their known medical/educational needs**
- **Next step is FM face-to-face interview with medical providers, and medical/educational records review. Summaries prepared by losing base for review by gaining medical/educational agencies**

Family Member Screening

- **AF requires sponsors not previously enrolled in EFMP (also called "Q-coded) to complete Special Needs Screener, AF 4380, prior to receiving orders for CONUS or unaccompanied OCONUS**
  - **Any indication of special needs further evaluated by MTF**
  - **EFMP enrollment is initiated if conditions meet DoD criteria and sponsor not previously enrolled**
- **Every ADAF family completes AF 1466 and supporting documents for every OCONUS relocation, whether EFMP or not**
- **Every EFMP family completes AF 1466 and supporting documents for EVERY PCS**
- **Where any medical condition requiring specialized or frequent care is identified in face-to-face interview and records review, facility determination inquiry (FDI) is sent to gaining MTF (not just EFMP!)**

Specific Procedures

- **To obtain orders for accompanied assignment (family relocation at government expense), ADAF sponsor must have completed AF 1466, with travel recommendations signed by an AF MTF Chief of Medical Staff (SGH)**
  - **Can be losing base MTF/SGH if NO needs identified**
  - **Must be gaining base MTF/SGH if any specialized care needed**
  - **Other DoD or civilian medical entities provide supporting information to MTF, but only the AF SGH can sign authorization for AF family member travel**
  - **Exceptions to face-to-face interviews can be made for families not located near an MTF**
  - **Base of sponsor assignment is responsible for coordinating SNIAC functions, regardless of physical location of FMs**

Specific Procedures

- Gaining base may need to consult DoDDS, TRICARE or host nation medical resources, sister Services, etc– takes time!
- If gaining base can not provide medical/educational services needed by any FM, travel is NOT recommended
  - For OCONUS relocation, FDI then sent to gaining MAJCOM/SG office to determine if another location in command can support, is “pinpoint” process
  - For CONUS base, travel is not recommended and sponsor requests special consideration from AFPC via vMPF
- AD sponsors MAY NOT take families at government expense where medical/educational services do not exist for FMs
  - Traveling OCONUS non-command sponsored can be very problematic legally, medically, and financially

Supporting Families

- **Ways that non-medical AF community helping agencies can best support families:**
  - **Help them understand EFMP enrollment is currently only for AD AF; Guardsmen/Reservists are supported thru relocation same as DoD civilian families upon request, but not enrolled**
  - **Be familiar with the requirements of Enclosure 4 of DoDI 1315.19, the qualifying conditions for EFMP enrollment**
  - **Encourage AD families with suspected special needs to self-identify to MTF for EFMP enrollment, prior to stress of relocation—needs will be identified either earlier or later**
  - **Help AD families who are anticipating relocation start the FM clearance process EARLY; might take 60 days to get clearance in order to issue orders**

Supporting Families

- **Help families understand official travel recommendations and government-sponsorship are based only on available medical care and special education entitlements**
  - **AF can not currently issue assignments based on available/accessible housing, child care, or other needed resources**
  - **Available medical care may be within TRICARE network (not just MTF), and involve some travel**
- **Consider linking more experienced special needs families with newcomers for ideas on accessing non-medical supports; invite their input when building information/referral resources**
- **Be careful when referring/recommending private/for-profit service providers; don't provide federal endorsement or favoritism to those who make money off of our families**

Key Personnel, Contacts

- **The Special Needs Coordinator at the MTF provides oversight of all EFMP enrollment functions**
  - **Is a clinical officer, typically with patient care responsibilities and other duties**
  - **May be reached via https://www.afspecialneeds.org (will be Dot Mil site after 22 Nov); click on drop-down "to email a Special Needs Coordinator"**
- **The Family Member Relocation Clearance Coordinator is typically an enlisted technician or civilian equivalent in MTF; expert on specific forms, procedures, scheduling timelines, etc**
- **Chief of the Medical Staff (SGH) at every MTF is final authority on travel recommendations, conditions that qualify for EFMP, etc.**
- **All are your allies in supporting families through stressful times!**

Wrap-Up

- **SNIAC is only one aspect of support to special needs families in AF, is part of the larger EFM Program**
- **SNIAC provides medical/special educational information management and clinical decision making for relocation support**
- **SNIAC provides routine relocation support via base-to-base medical communication on travel recommendations; supports AFPC in providing specialized consideration for those families who cannot be accommodated in typical base-to-base process**
- **AFPC/DPAPPH (Randolph AFB) is the final authority on all AF Special Needs FM relocations**

Questions?